



GEORGIA MOUNTAINS REGIONAL COMMISSION GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT

2481 HILTON DRIVE, SUITE 8

GAINESVILLE, GA 30501

(770) 538-2727 PHONE ♦ (888) 858-8232 TOLL FREE ♦ (770) 538-2729 FAX

GUIDE TO GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT ASSISTANCE

1. Call and schedule to attend the required Georgia Mountains Workforce Development (GMWD) Overview Session. At the Overview Session you will receive the required paperwork.
2. Register for the Workforce Development Services by going to www.workreadyga.org
3. Visit your local Georgia Department of Labor (DOL) Career Center and obtain the following printout for your GMWD application: WG15. This will show your wages in their system.
4. Apply for admission to a program which will train for a growth and demand occupation at the school you plan to attend (at technical colleges, take the ASSET or COMPASS entrance exams). To receive WIOA funding, the Training Provider and Program must be on the Georgia Mountains Regional Commission Workforce Development (GMRCWD) Approved Providers and Program List, and you must enroll full-time (12 credit hours). Receive acceptance letter from the approved provider stating chosen program of study, and submit a copy of it to the Workforce Development Intake Staff for your application packet.
5. Apply for Financial Aid – PELL & HOPE, if applicable.
6. Before application can be processed, Legal Residency Affidavit [O.C.G.A. 50-36-1 (e)(2)] must be completed, signed and notarized. Mail or drop-off ORIGINAL form. Do Not Fax or Email.
7. Do not sign any loan applications or contracts until Workforce Development training is approved.
8. Forward by mail, fax or email all required paperwork to the GMWD office; and contact GMWD Intake Staff about progress and any concerns. GMWD DOES NOT ACCEPT HAND DELIVERED APPLICATIONS.
9. Complete *applicable* skills assessment – CAPS, TABE, SAGE, O'NET Assessment, CDM, Asset, Mavis Beacon, COMPASS – and discuss selected training programs and suitability.
10. If eligible, meet with an assigned Case Manager to complete your GMWD Enrollment Agreement, Individual Employment Plan, and receive necessary forms. Stay in contact with your Case Manager during training.
11. Complete training and any required testing for licenses and certifications.
12. Meet with your assigned Case Manager to review your program, submit your credential and discuss your employment status.
13. Within 30 days of completing training, update resume, visit placement office at school/DOL Career Center and discuss job search assistance with your GMWD Case Manager.
14. Stay in touch with GMWD Staff every three months for 12 months after training to update your employment status.